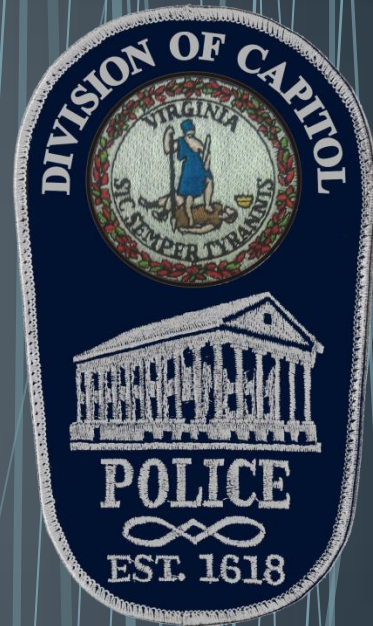


# Drug and Alcohol Awareness

Presented by:

The Division of Capitol Police  
Crime Prevention  
[www.dcp.virginia.gov](http://www.dcp.virginia.gov)



# **Drug-Free Workplace Policy**

Policy Number: 1.05

[http://web1.dhrm.virginia.gov/itech/hrpolicy/pol1\\_05.html](http://web1.dhrm.virginia.gov/itech/hrpolicy/pol1_05.html)

This policy applies to all Executive Branch positions whether covered or non-covered under the Virginia Personnel Act, whether full-time or part-time, or paid on a salaried or on an hourly basis. This policy also includes all teaching, research and administrative faculty, employees of the Governor's Office, the Office of the Lieutenant Governor, and the Office of the Attorney General.

# The Commonwealth of Virginia's Policy on Alcohol and Other Drugs

The **Commonwealth of Virginia's Policy 1.05** on Alcohol and Other Drugs states that the following acts by employees are prohibited:

- A. The unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol or other drugs in the workplace;
- B. Impairment in the workplace from the use of alcohol or other drugs, (except from the use of drugs for legitimate medical purposes);

# Commonwealth of Virginia's Policy 1.05

## Continued

- C. Action which results in the criminal conviction for:
  - 1. Violation of any criminal drug law, based upon conduct occurring either on or off the workplace; or
  - 2. Violation of any alcohol beverage control law or law which governs driving while intoxicated, based upon conduct occurring in the workplace; and
  
- D. An employee's failure to report to his or her supervisor the employee's conviction of any offense, as required in Report Convictions.

# Drugs & the Workplace

The workplace consists of any state owned or leased property or any site where state employees are performing official duties.



# Drugs and the Workplace

Drug abuse can cause problems at the work including:

- After-effects of substance use (withdrawal) affecting job performance
- Preoccupation with obtaining and using substances while at work, interfering with attention and concentration
- Illegal activities at work including selling illegal drugs to other employees
- Psychological or stress-related effects due to drug use by a family member, friend, or co-worker that affects another person's job performance.



Following job performance and workplace behaviors may be signs that indicate possible workplace drug problems:

### **Job Performance:**

- Inconsistent work quality
- Poor concentration and lack of focus
- Lowered productivity or erratic work patterns
- Increased absenteeism or on the job “presenteeism”
- Unexplained disappearances from the jobsite
- Carelessness, mistakes or errors in judgment
- Needless risk taking
- Disregard for safety for self and others- on the job and off the job accidents
- Extended lunch periods and early departures

## **Workplace Behavior:**

- Frequent financial problems
- Avoidance of friends and colleagues
- Blaming others for own problems and shortcomings
- Complaints about problems at home
- Deterioration in personal appearance or personal hygiene
- Complaints, excuses and time off for vaguely defined illnesses or family problems



# What is the most commonly used and abused illegal drug by employees?



**MARIJUANA**

Followed by:



**COCAINE**



**PRESCRIPTION  
DRUGS**



# **Alcohol and the Workplace**



# Alcohol and the Workplace

In the workplace, the impact of alcoholism focuses on four major issues:

- Premature death/fatal accidents
- Injuries/accident rates
- Absenteeism/extra sick leave
- Loss of production

Ncadd.org



## Additional problem areas can include:

- Tardiness/sleeping on the job
- Theft
- Poor decision making
- Loss of efficiency
- Lower morale of co-workers
- Increased likelihood of having trouble with co-workers/supervisors or tasks
- Higher turnover
- Training of new employees
- Disciplinary procedures



# Understanding Drug Abuse and Addiction

Drug addiction is a complex disease, and quitting takes more than good intentions or a strong will.

Drug abuse and addiction is less about the amount of substance consumed or the frequency, and more to do with the consequences of drug use.



# What is Drug Addiction?

A chronic, often relapsing brain disease that causes compulsive drug seeking and use, despite harmful consequences to the addicted individual and to those around him or her. - Drugabuse.gov



# Why do some drug users become addicted, while others don't?

As with many other conditions and diseases, vulnerability to addiction differs from person to person. Your genes, mental health, family and social environment all play a role in addiction. Risk factors that increase your vulnerability include:

- Family history of addiction
- Abuse, neglect, or other traumatic experiences in childhood
- Mental disorders such as depression and anxiety
- Early use of drugs
- Method of administration—smoking or injecting a drug may increase its addictive potential



Roughly one in every ten persons has an alcohol or drug abuse problem serious enough to interfere with work, with home life, or with health.

**Substance abuse is a national problem that affects people of all ages and all occupations.**

# Getting Help

The screenshot shows the Virginia Department of Human Resource Management (dhrm) website. The header includes the Virginia.gov logo, navigation links for Agencies and Governor, a search bar, and social media links for About Us and Contact Us. The main navigation bar lists various user groups: For Employees, For Agencies, For Job Seekers, For Retirees, For Citizens, How Do I, and Quick Links. The breadcrumb trail indicates the path: DHRM Home / Employee Programs / Employee Assistance Program.

## EMPLOYEE ASSISTANCE PROGRAM

### Employee Assistance Program

All health plans offered to state employees and their dependents have employee assistance programs (EAPs). Included are up to four sessions at no charge for such services as mental health, alcohol or drug abuse assessment, child or elder care, grief counseling and legal or financial services. EAP counselors are available to assist employees with problems related to:

- Alcohol
- Drugs
- Family
- Health
- Legal
- Financial
- Housing
- Mental health
- Child care
- Elder care
- Grief
- Spousal/child/parent abuse
- Workplace
- Career planning
- Retirement

In general, care must be authorized in advance. You or your eligible dependent v speak to an EAP specialist who will assess your problem and coordinate assistance. Should your problem require mental health or substance abuse care, you will be referred to a provider, under your mental health and substance abuse benefit. Yo EAP specialist or care manager will arrange a referral according to your specific needs. Contact your plan's Member Services department for more information.

**COVA Care and COVA HDHP**

**Anthem Blue Cross and Blue Shield**  
Member Services: 1-855-223-9277  
www.anthemead.com

**COVA HealthAware**

**WHAT'S ONLINE?**

- >> EmployeeDirect
- >> ITECH/HuRMAN
- >> Knowledge Center
- >> Payline
- >> TAL

**WHAT'S POPULAR?**

- >> Forms
- >> HR Policy
- >> Publications
- >> Pay and Holiday Calendar
- >> Reports
- >> State Employee Search

**WANT TO CONNECT?**

Icons for Twitter, Facebook, LinkedIn, and YouTube are displayed.

**Lynn Vogel**  
**Account Management**  
**Executive**  
**EAP**

# Resources

Virginia DHRM

[http://web1.dhrm.virginia.gov/itech/hrpolicy/pol1\\_05.html](http://web1.dhrm.virginia.gov/itech/hrpolicy/pol1_05.html)

*National Council and Alcoholism and Drug Dependence, Inc.*

<https://ncadd.org/index.php/learn-about-drugs/workplace>

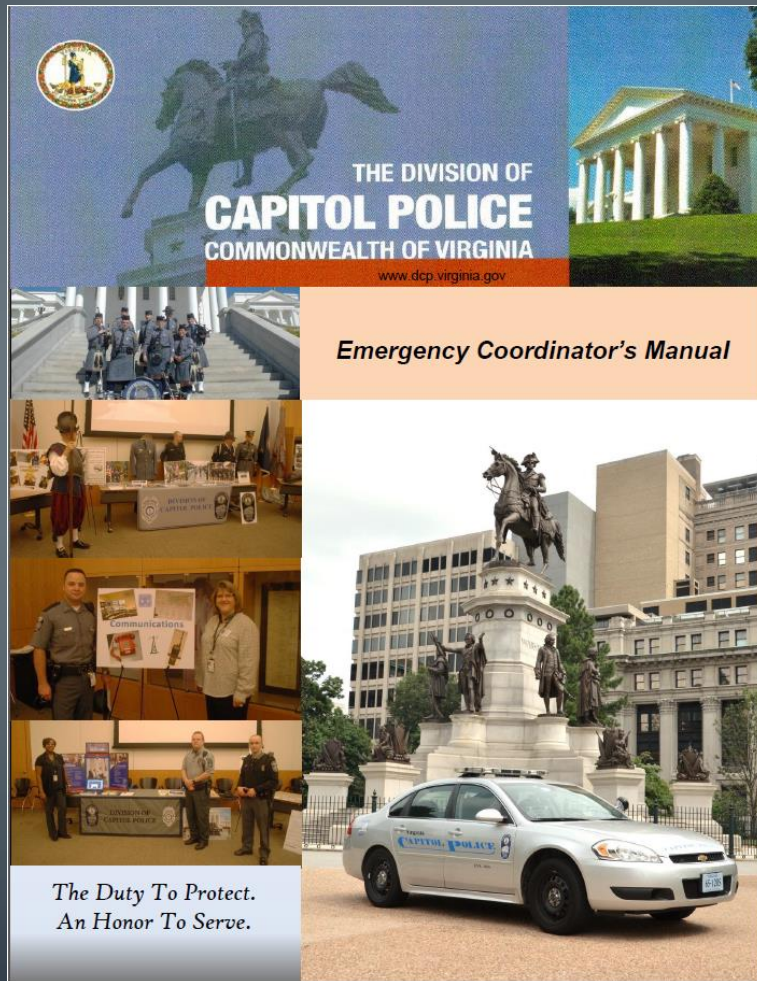
*Help Guide*

<http://www.helpguide.org/articles/addiction/drug-abuse-and-addiction.htm>

*ESI Employee Assistance Group*

<http://www.theeap.com/is-alcohol-or-drugs-causing-problems-in-your-life/>

# Questions? Comments?



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